

HighTechBurrito

PRINT BOTH PAGES, COMPLETE AND RETURN TO STORE

APPLICATION FOR EMPLOYMENT

HIGH TECH BURRITO Corp.
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GENERAL INFORMATION

(PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS COMPLETELY).

DATE ____/____/____

NAME _____
LAST FIRST M.I.

ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION YOU ARE APPLYING FOR _____

TOTAL HOURS YOU ARE AVAILABLE PER WEEK _____

PLEASE LIST THE HOURS YOU ARE AVAILABLE TO WORK BELOW

	M	T	W	TH	F	S	S
FROM							
TO							

DO YOU HAVE RELIABLE TRANSPORTATION TO WORK? ___ Yes ___ No

HOW MANY MILES ARE YOU WILLING TO COMMUTE TO WORK? _____

DO YOU HAVE ANY COMMITMENTS TO ANOTHER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH OUR COMPANY? ___ YES ___ NO

HAVE YOU EVER WORKED FOR ANOTHER BURRITO/WRAP/MEXICAN-TYPE RESTAURANT? ___ Yes ___ No
IF YES, PLEASE EXPLAIN: _____

HOW DID YOU HEAR OF THIS JOB? _____ (IF AN H.T.B. EMPLOYEE TOLD YOU, WHO?) _____

HAVE YOU WORKED AT HIGH TECH BURRITO BEFORE? ___ Yes ___ No
IF YES, PLEASE LIST DATES, LOCATION(S), AND REASON FOR LEAVING: _____

IF YOU KNOW ANYONE WHO WORKS FOR HIGH TECH BURRITO, PLEASE NOTE HIS/HER NAME: _____

ARE THERE ANY FOODS THAT YOU ARE ALLERGIC TO OR OTHERWISE UNABLE TO WORK WITH? ___ Yes ___ No
IF YES, PLEASE EXPLAIN: _____

HOW MANY DAYS HAVE YOU BEEN ABSENT FROM WORK IN THE PAST 12 MONTHS? _____ PLEASE EXPLAIN: _____

DESCRIBE ANY CASH-HANDLING EXPERIENCE YOU MAY HAVE: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ___ Yes ___ No a conviction will not necessarily bar you from employment
IF YES, PLEASE EXPLAIN: _____

SCHOOL MOST RECENTLY ATTENDED

NAME _____ LOCATION _____ PHONE(_____) _____

LAST GRADE COMPLETED _____ G.P.A _____ GRADUATED? ___ Yes ___ No ARE YOU ENROLLED NOW? ___ Yes ___ No

HOBBIES/SPORTS/ACTIVITIES: _____

PERSONAL REFERENCES

NAME _____ ADDRESS _____ PHONE (_____) _____
KNOWN HOW LONG? _____ HOW DO YOU KNOW THIS PERSON? _____

NAME _____ ADDRESS _____ PHONE (_____) _____
KNOWN HOW LONG? _____ HOW DO YOU KNOW THIS PERSON? _____



WORK EXPERIENCE BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYER. IF APPLICABLE, LIST ANY U.S. MILITARY VOLUNTEER WORK OR PERSONAL REFERENCES. ***PHONE NUMBERS ARE REQUIRED FOR ALL REFERENCES.**

COMPANY _____ JOB _____
 ADDRESS/CITY/STATE _____ DUTIES AND RESPONSIBILITIES _____
 EMPLOYED FROM _____ TO _____
 SALARY RECEIVED: START _____ LEAVING _____
 SUPERVISOR'S NAME _____ REASON FOR LEAVING _____
 TITLE: _____ PHONE#(_____) _____ **H.T.B. REFERENCE CHECK DONE BY** _____

COMPANY _____ JOB _____
 ADDRESS/CITY/STATE _____ DUTIES AND RESPONSIBILITIES _____
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 SUPERVISOR'S NAME _____ REASON FOR LEAVING _____
 TITLE: _____ PHONE#(_____) _____ **H.T.B. REFERENCE CHECK DONE BY** _____

LEGAL REQUIREMENTS BEFORE YOU START WORK, THE LAW REQUIRES THAT YOU PRESENT DOCUMENTS WHICH ESTABLISH YOUR IDENTITY AND ELIGIBILITY TO WORK IN THE UNITED STATES. PLEASE PROVIDE COPIES FOR OUR FILE IN ADDITION TO THE ORIGINALS. IF YOU ARE CALLED IN FOR AN INTERVIEW PLEASE BE PREPARED TO FURNISH (1) OR (2)

(1) ONE ITEM FROM LIST "A" **OR** (2) ONE ITEM FROM LIST "B" **AND** ONE ITEM FROM LIST "C"

LIST "A"
IDENTITY & Employment Eligibility

- US PASSPORT
- CERTIFICATE OF U.S. CITIZENSHIP
- CERTIFICATE OF NATURALIZATION
- CURRENT FOREIGN PASSPORT WITH ATTACHED EMPLOYMENT VISA
- PERMANENT RESIDENT CARD W/ PHOTO
- CURRENT TEMPORARY RESIDENT CARD
- CURRENT EMPLOYMENT AUTHORIZATION
- UNEXPIRED REENTRY PERMIT

LIST "B"
IDENTITY

- STATE DRIVER'S LICENSE WITH PHOTO
- STATE I.D. CARD WITH PHOTO
- SCHOOL I.D. CARD WITH PHOTO
- VOTER'S REGISTRATION CARD
- U.S. MILITARY CARD OR DRAFT RECORD
- U.S.C.G. MERCHANT MARINER CARD
- NATIVE AMERICAN TRIBAL DOCUMENT
- CANADIAN DRIVER'S LICENSE

- LIST "C"**
EMPLOYMENT ELIGIBILITY
- U.S. SOCIAL SECURITY CARD
 - BIRTH ABROAD CERTIFICATE
 - U.S. BIRTH CERTIFICATE
 - U.S. CITIZEN I.D. CARD
 - RESIDENT CITIZEN I.D. CARD
 - CURRENT I.N.S. EMPLOYMENT AUTHORIZATION
 - NATIVE AMERICAN TRIBAL **DOCUMENT**

STATEMENT OF CONDITIONS & CERTIFICATION PLEASE READ THESE 7 STATEMENTS CAREFULLY AND MAKE SURE THAT YOU UNDERSTAND THEM COMPLETELY BEFORE YOU SIGN.

(1) I CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HERBY AUTHORIZE HIGH TECH BURRITO (THE COMPANY) AND ITS AGENTS TO INVESTIGATE ME WITH PREVIOUS EMPLOYERS, REFERENCES NAMED, OR ANY OTHER PERSONS TO WHOM THE COMPANY MAY REFER REGARDING MY EMPLOYMENT OR SCHOLASTIC STANDING. I UNDERSTAND THAT MISREPRESENTATIONS OR OMISSIONS OF FACTS OR OTHER INFORMATION CALLED FOR HEREIN, RECEIPT OF UNSATISFACTORY REFERENCES, OR FAILURE TO PASS A PERSCRIBED PHYSICAL EXAMINATION OR DRUG SCREEN TEST WILL BE SUFFICIENT CAUSE FOR REFUSAL TO HIRE, OR DISMISSAL FROM THE COMPANY IF I SHALL HAVE BEEN HIRED.

(2) FURTHER, I HERBY AUTHORIZE THE COMPANY AND ITS AGENTS TO CONDUCT INQUIRIES AS TO MY CHARACTER, PERSONAL CHARACTERISTICS, AND GENERAL REPUTAION, BY CONDUCTING PERSONAL INTERVIEWS WITH THIRD PARTIES, INCLUDING BUT NOT LIMITED TO, FAMILY MEMBERS, NEIGHBORS, BUSSINESS ASSOCIATES, FINANCIAL SOURCES, AND OTHERS WITH WHOM I AM AQUAINTED, OR BY RECEIVING COPIES OF MY CREDIT REPORT, MOTOR VEHICLE DRIVING RECORDS, CRIMINAL REPORTS, ETC. I UNDERSTAND THAT I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE AMOUNT OF TIME FOR A COMPLETE DISCLOSURE OF ALL PERTINANT INFORMATION THAT THE COMPANY MAY COLLECT. I AUTHORIZE THE REFERENCES LISTED ABOVE (UNLESS NOTED IN WRITTING TO THE CONTRARY) AND ANY AND ALL OTHER INDIVIDUALS, COMPANIES, OR ORGANIZATIONS TO PROVIDE HIGH TECH BURRITO WITH ANY AND ALL INFORMATION RELATING TO MY PREVIOUS EMPLOYMENT AND ANY OTHER PERTINANT INFORMATION, PERSONAL OR OTHERWISE WHICH IT MAY REQUIRE. I HERBY RELEASE ANY AND ALL PARTIES FROM ALL LIABILITY OR RESPONSIBILITY FOR ANY DAMAGES THAT MAY RESULT FROM FURNISHING HIGH TECH BURRITO WITH INFORMATION ABOUT ME. **(3)** IF I AM EMPLOYED, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO ABIDE TO ALL RULES AND POLICIES OF THE COMPANY AND AGREE THAT TERMINATION OF MY EMPLOYMENT, BY THE COMPANY SHALL BE REASONABLE IF I FAIL TO FOLLOW SUCH RULES AND POLICIES. **(4)** IF EMPLOYED, I AGREE THAT MY EMPLOYMENT AT HIGH TECH BURRITO WILL HAVE NO SPECIFIED DURATION AND THAT EITHER I OR THE COMPANY MAY TERMINATE SUCH RELATIONSHIP WHENEVER EITHER OF US BELIEVES IT IS DESIREABLE TO DO SO WITHOUT CONSIDERATION OF CAUSE OR NOTICE. MOREOVER, WHILE THE COMPANY MAINTAINS AND REVISES BOTH WRITTEN AND OTHER EMPLOYMENT POLICIES TO ADAPT TO CHANGES IN THE BUSSINESS CONDITIONS. I UNDERSTAND THAT ITS POLICYOF VOLUNTARY EMPLOYMENT RELATIONSHIPS IS NOT EFFECTED BY ANY EMPLOYMENT POLICIES OR PROGRAMS AS MAY BE IN EFFECT FROM TIME TO TIME AND MAY NOT BE CHANGED EXCEPT BY A SEPARATE WRITTEN AGREEMENT SPECIFICALLY ENTERED INTO FOR SUCH PURPOSE AND SIGNED BY THE PRESIDENT OF THE COMPANY. **(5)** I ACKNOWLEDGE THAT EMPLOYEES AND FORMER EMPLOYEES OF THE COMPANY ARE PROHIBITED FROM RELEASING TO ANY OTHER PARTY ANY INFORMATION WHATSOEVER ABOUT THE COMPANY WHICH IS OF A CONFIDENTIAL NATURE WHICH MAY BE DEEMED TO BE A "TRADE SECRET". EMPLOYEES AND FORMER EMPLOYEES ARE FURTHER PROHIBITED FROM USING, IN ANY MANNER WHATSOEVER, INFORMATION, WHICH IS CONFIDENTIAL, PROPRIETARY, OR PRIVILEGED, WHETHER OR NOT FOR THEIR PERSONAL BENEFIT, OR THAT OF ANY OTHER PERSON OR ORGANIZATION. IF I AM EMPLOYED, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO SIGN AND BE BOUND BY THE TERMS OF THE COMPANY'S CONFIDENTIAL INFORMATION DISCLOSURE AGREEMENT AND WILL AGREE TO TREAT AS CONFIDENTIAL AND PROPRIETARY ANY INFORMATION WHICH HAS NOT BEEN SPECIFICALLY DISCLOSED BY THE COMPANY PUBLICLY IN WRITING. **(6)** IF EMPLOYED, I FURTHER AGREE THAT ANY AND ALL DISPUTES OR CONTRAVERSIES BETWEEN MYSELF AND THE COMPANY, WHETHER ARISING DURING THE TERM OF MY EMPLOYMENT, OR AS A RESULT OF OR AFTER THE TERMINATION THEREOF, IF NOT MUTUALLY RESOLVED, SHALL BE SUBMITTED TO FINAL AND BINDING ARBITRATION IN ACCORDANCE WITH THE CURRENT COMMERCIAL RULES OF THE AMERICAN ARBITRATION TO THE FULLEST EXTENT PERMITTED BY LAW. **(7)** I HERBY WARRANT THAT NO ONE HAS MADE ANY REPRESENTATIONS, OFFERS, OR PROMISES TO ME REGARDING MY POSSIBLE EMPLOYMENT WITH THE COMPANY, INCLUDING, BUT NOT LIMITED TO, THE WAGES I MIGHT RECEIVE, THE POSSIBILITIES I MIGHT BE OFFERED, AND THE OPPORTUNITIES I MIGHT HAVE FOR PROMOTION AT THE COMPANY.

INTERVIEWS: 1) _____ 2) _____
 FILE: _____ R _____ Y _____ G _____
 _____ NEW _____ REHIRE _____ STORE _____
 WAGE _____

SIGNATURE OF APPLICANT _____ **DATE** ____/____/____